



City of Des Moines, Washington

JOB DESCRIPTION



TRAFFIC CONTROL SPECIALIST

Regular, Full-time

Salary Grade: T-16

FLSA Status: Overtime Eligible

Union Status: Teamsters

EEO Category: Service Maintenance

Nature of Work

Under the general direction of the Public Works and Parks Maintenance Superintendent, this position performs skilled and technical work. Responsibilities include the fabrication, installation, inspection and maintenance, and repair of traffic control devices including signs, sign supports, striping, pavement markings, raised pavement markers, guideposts, guardrail, and other traffic control devices. Duties require interpretation and implementation of the guidelines, standards, and requirements of the Manual on Uniform Traffic Control Devices from a maintenance perspective. Although this position reports to the Public Works and Parks Maintenance Superintendent, the incumbent receives assignments from and works under the direction of the Engineering Services Manager.

Maintaining accurate records and inventories are fundamental functions of this position. Knowledge of proper sign installation, sign layout and fabrication, coordinating the placement of centerline striping, pavement markings, raised pavement markers, construction detours, traffic control, and maintaining associated equipment, records and inventories are an illustration of work. This position also assists other crew members in the installation, repair and maintenance of streets, surface water drainage facilities and/or parks. Incumbent will primarily be assigned to a specific division but will assist other divisions as needed. Duties require time management and project planning skills, and the ability to work independently and efficiently to ensure quality record keeping and safety. This position provides leadership and direction to co-workers when applicable, but does not directly supervise other employees.

Essential Functions

- Performs fabrication, field layout, installation, inspection, cleaning, maintenance, and repair of traffic control devices including traffic signs and sign supports, roadway striping, pavement markings (paint or thermo-plastic materials), raised pavement markers, guideposts, guardrail, and other types of traffic control devices.
- Inspects traffic control device installations for adequacy and compliance with City standards.
- Organizes, plans, and schedules annual maintenance programs for roadway striping, pavement markings, and raised pavement markers.
- Organizes and assembles materials and equipment necessary for assigned tasks.
- Works with contractors and other division crews to accomplish traffic-related projects.
- Prepares proper traffic control plans and performs signing and flagging in and around work areas, construction detours, and road closures.
- Operates bucket truck to place signs on traffic signal support systems.

- Maintains accurate records and inventories for the installation, revision, relocation, removal, and maintenance of all traffic control devices.
- Coordinates with the Asset Program Coordinator to ensure accurate recordkeeping using Cityworks Asset Management System (AMS).
- Monitors traffic maintenance work performed by other division staff to ensure compliance with maintenance and quality standards and is responsible to ensure that inventories are accurately updated and maintained.
- Monitors and maintains logs for product and material inventories and is responsible for keeping stock at appropriate levels.
- Assists in parts and supplies acquisition and disbursement; monitors and recommends approval of purchase requisitions and vouchers; recommends, inspects, tests and evaluates new equipment for purchase consideration.
- Purchases traffic control devices including traffic signs and other materials necessary to fabricate signs.
- Assists in the development of programs to improve efficiency or to track activities.
- Assists in establishing and administering traffic maintenance policies and standards.
- Monitors traffic maintenance costs and budgets and provides input for development of annual budgets.
- Performs responsible installation, repair, maintenance, and construction of City streets and right-of-ways; repairs potholes and sidewalks; seals pavement cracks and performs patching; spreads sand and removes snow; removes and disposes of trash; trimming and removal of vegetation.
- Performs responsible installation, repair, maintenance, and construction of storm drainage systems; locates storm drainage systems, hand ditches; inspects retention and detention facilities; installs and cleans catch basins and culvert pipes.
- Maintains City parks and recreation grounds; mows, edges, and applies pesticides and fertilizer to landscaped areas; maintains turf, trees, shrubs, athletic fields, and play equipment; installs, repairs and maintains irrigation systems, plants and maintains flower beds; rakes leaves, prunes and trims trees, and repairs fences as needed.
- Operates departmental equipment, including but not limited to pickups, tractor mower, brush cutter, backhoe, boom truck, front-end loader, grader, roller, dump truck, snow plows, tractor, chipper, chain saws, weed eaters and other handheld power tools.
- Assists in taking traffic counts and speed studies.
- Assists other divisions with tasks as needed.
- Establishes and maintains cooperative, effective working relationships with co-workers, other City employees, and the general public using principles of good customer service.
- Reports for scheduled work with regular, reliable and punctual attendance.
- Performs other duties as assigned, including but not limited to being assigned to work in other functional areas to cover absences or relief, equalize peak work periods, or balance the workload.

Necessary Knowledge, Skills, and Abilities

Knowledge of:

- City, state, and federal safety regulations.
- Occupational hazards and standard safety practices.
- The safe and proper use of basic hand and power equipment.
- Applicable traffic laws, ordinances, and rules.

- Equipment, materials, procedures, and methods used in maintaining and operating traffic control devices.
- Basic traffic control principles.
- Applicable work standards, codes, environmental requirements and related regulations.
- Operation of light vehicles and bucket trucks.

Ability to:

- Perform the essential functions of the position.
- Meet the physical demands of the position in the work environment.
- Demonstrate safety and responsibility in all aspects of employment.
- Observe legal and defensive driving practices.
- Demonstrate skill in the operation of office equipment, including computer skills necessary to inventory traffic control devices.
- Demonstrate skill in the use and operation of equipment and tools such as hand diggers, shovels, portable power augers, and pavement breakers.
- Interpret the Manual on Uniform Traffic Control Devices and implement accordingly.
- Understand and accurately perform basic mathematical computations.
- Neatly and accurately prepare written reports and records.
- Read, understand, and interpret engineering plans, specifications, and work orders, and to direct activities based on such information.
- Understand instructions and follow standards, guidelines, procedures, and policies.
- Learn and demonstrate ability to become more proficient in new procedures, operations, systems and equipment.
- Work independently.
- Direct crews when necessary.

Education and Experience Requirements

- Graduation from high school, GED, vocational school or equivalent.
- Experience with computer data management and writing program skills.
- Experience in maintenance of traffic control devices.
- Any combination of experience and training which demonstrates possession of the required knowledge and abilities:
 - Knowledge of the current equipment, materials, procedures, and methods used in general maintenance and repair of streets, storm drainage systems, park facilities, landscaping, and construction work.
 - Knowledge of the basic engineering principles applicable to traffic maintenance and operations.
 - Ability to effectively apply the methods, operations and activities of street, storm drain, and park maintenance programs.
 - Ability to operate and repair a variety of equipment in a safe and effective manner.
 - Ability to comprehend basic electrical wiring diagrams.

Special Requirements

- Possession of a Level I Traffic Signs and Marking certification from IMSA within one year of appointment; and possession of a Level II Traffic Signs and Marking certification from IMSA within two years of appointment.

- Possession of a Level I Work Zone Traffic certification from IMSA or equivalent Flagging certification.
- Possession of a valid Washington State Class A Commercial Driver's License (CDL) or a CDL Learner's Permit (employees hired with a CDL Learner's Permit must obtain the full CDL within six months of appointment).
- Pre-employment, random, and post-accident drug and alcohol testing are required for this position.
- Successful completion of pre-employment background check and criminal history check.
- Possession of a good driving record, and ability to maintain throughout employment.
- Possession of a valid First Aid/CPR card, or obtain within three months of hire date, and ability to maintain throughout employment.
- Possession of a current Washington State Department of Transportation Traffic Flagging Card, and ability to maintain throughout employment.
- Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products.

Working Conditions and Physical Abilities

- The incumbent works in a shop and field environment. Work may be on 24-hour call, day and night, indoors or outdoors, and may be hazardous. Work is primarily performed in an outdoor environment in a variety of weather conditions, and for an extended period of time. The work environment may include uneven and unstable walking surfaces, tripping hazards, moderate noise levels, dust, grease, smoke, fumes, gases, chemicals, pesticides, traffic, and heavy equipment.
- The physical activities include the use of finger and hand dexterity, and require the ability to sustain repetitive hand motion associated with the operation of hand and power tools and other equipment. The use of eye sight to inspect work sites, read and follow instructions and regulations is required. Incumbent must also have the ability to hear and understand verbal and/or written instructions, the ability to communicate. The position requires the ability to drive to various work locations. The position is subject to prolonged physical exertion and hazardous road conditions. The incumbent must have the ability to endure periods of working in a bucket truck at heights of up to 30 feet from the ground level, and the ability to walk, bend, kneel, dig for extended periods, crouch, reach, lift, carry, climb ladders, stand, sit, etc., in order to perform the duties associated with the job. The incumbent will occasionally lift, push, and pull objects up to 50 pounds single-handedly and 200 pounds with assistance.

Equal Opportunity Employer

- The City of Des Moines is committed to hiring a diverse workforce and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. The City is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state, or local law.
- In accordance with the Americans with Disabilities Act, an employer is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified individual with a disability. In general, it is the responsibility of the applicant or employee

with a disability to inform the employer that an accommodation is needed to participate in the application process, to perform essential job functions or to receive equal benefits and privileges of employment.

General Information

- The statements contained herein reflect general details as necessary to describe the principal functions for this job classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.
- The physical abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The provisions of this job description do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.
- Updated 2017.